

## BOMB THREAT / ANONYMOUS TELEPHONE CALL RECORD

Date \_\_\_\_\_

Time \_\_\_\_\_

Caller's  Male  Female

Sex

Approximate Age \_\_\_\_\_

Accent \_\_\_\_\_

- Listen and remain calm
- Do not interrupt caller
- Attempt to keep caller talking
- Record as much information as you can while call is in progress
- **Signal someone to call Police**

Threat (Exact Wording) \_\_\_\_\_

Questions: What time will the bomb explode? \_\_\_\_\_

Where is it located? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

Were you able to see the origin of the call on your phone call display? (i.e. was it on campus, local, long distance?)

\_\_\_\_\_

**\* REMEMBER TO CONTACT CAMPUS SECURITY DURING OR IMMEDIATELY AFTER THE THREAT CALL IS COMPLETE AND FOLLOW THEIR INSTRUCTIONS.**

The average number of words in a bomb threat call is 8-17. We need as much information as possible and as much time as possible to trace the call. .

As you ask the questions listed on the report form, attempt to collect all of the impressions and information about the caller that you can. These include such items as male - female, old - adult - teenager, foreign or localized accent, illiterate - intelligent, peculiar personnel speech defect